

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)
COURSE OUTLINE



PROGRAMME: FIA
DURATION: September - November 2018
DAY(S): Tuesdays & Fridays
MODE: Full Time
COMPONENT: MA1 - Management Information
LECTURER: Nanda Maharaj
CAMPUS: Champ Fleurs

Lecture Number	Lecture Day & Date		Time	Hrs	Cum Hrs	Lecture Topic (s)	No./ Type of Session	Important Concepts/ Ideas to know/ Learning Outcomes	Expected Reading	Other Matters	Questions	Items Due For Next Class
1	Tues	11-Sep-18	9:00am-11:00am	2.0	2.0	Business Organization and Accounting/ Management Information	1/LT	Management Information/Business Organization	Chapter 1 & 2	Home Assignment	MQ Questions	Chapter 3
2	Fri	14-Sep-18	12:00pm - 2:00pm	2.0	4.0	Cost Units, Cost Classification and Behaviour/ Profit Reporting	2/ LT	Calculation of Cost per Unit, Direct and Indirect Cost/ Fixed, Variable and Semi Cost	Chapter 3	Question XYZ Ltd	MQ Questions	Chapter 4
3	Tues	18-Sep-18	9:00am-11:00am	2.0	6.0	Cost Units, Cost Classification and Behaviour/ Profit Reporting	3/LT	Calculation of Cost per Unit, Direct and Indirect Cost/ Fixed, Variable and Semi Cost	Chapter 3	Sample Questions	MQ Questions	Chapter 4
4	Fri	21-Sep-18	12:00pm - 2:00pm	2.0	8.0	Management Responsibility and Performance Measurement	4/LT	Cost, Profit and Investment Centres, Performance measurement and Labour Control Ratios	Chapter 4	Sample Questions	MQ Questions	Chapter 5
5	Tues	25-Sep-18	9:00am-11:00am	2.0	10.0	Management Responsibility and Performance Measurement	5/LT	Cost, Profit and Investment Centres, Performance measurement and Labour Control Ratios	Chapter 4	Sample Questions	MQ Questions	Chapter 5
6	Fri	28-Sep-18	12:00pm - 2:00pm	2.0	12.0	Mock Test #1	6/LB	Revision Topics 1-5				
7	Tues	2-Oct-18	9:00am-11:00am	2.0	14.0	Material Cost	7/LT	Recording of Material Cost/Calculation of Free Stock and Order Quantity/ Inventory Valuation, FIFO/LIFO/AVCO	Chapter 5	Question Delta	MQ Questions	Chapter 6
8	Fri	5-Oct-18	12:00pm - 2:00pm	2.0	16.0	Material Cost	8/LT	Recording of Material Cost/Calculation of Free Stock and Order Quantity/ Inventory Valuation, FIFO/LIFO/AVCO	Chapter 5	Question Delta	MQ Questions	Chapter 6

Lecture Number	Lecture Day & Date		Time	Hrs	Cum Hrs	Lecture Topic (s)	No./ Type of Session	Important Concepts/ Ideas to know/ Learning Outcomes	Expected Reading	Other Matters	Questions	Items Due For Next Class
9	Tues	9-Oct-18	9:00am-11:00am	2.0	18.0	Labour Costs	9/LT	Recording Labour Costs/ Classifying Direct and Indirect Labour Cost and Calculation Labour Cost	Chapter 6	Sample Questions	MQ Questions	Chapter 7
10	Fri	12-Oct-18	12:00pm - 2:00pm	2.0	20.0	Labour Costs	10/LT	Recording Labour Costs/ Classifying Direct and Indirect Labour Cost and Calculation Labour Cost	Chapter 8	Question Pansy Co	MQ Questions	Chapter 9
11	Tues	16-Oct-18	9:00am-11:00am	2.0	22.0	Overhead Costs	11/LT	Accounting for overhead costs using absorption costing. Allocation, Apportionment etc.	Chapter 8	Practice Question	MQ Questions	Chapter 8
12	Fri	19-Oct-18	12:00pm - 2:00pm	2.0	24.0	Overhead Costs	12/LT	Accounting for overhead costs using absorption costing. Allocation, Apportionment etc.	Chapter 8	Practice Question	MQ Questions	Chapter 9
13	Tues	23-Oct-18	9:00am-11:00am	2.0	26.0	Job/Batch and Process Costing	13/LT	Calculation cost per unit/profit using mark up and margin	Chapter 8	Sample Questions	MQ Questions	Chapter 9
14	Fri	26-Oct-18	12:00pm - 2:00pm	2.0	28.0	Job/Batch and Process Costing	14/LT	Calculation cost per unit/profit using mark up and margin	Chapter 9	Question MWR Ltd	MQ Questions	Chapter 10
15	Tues	30-Oct-18	9:00am-11:00am	2.0	30.0	Process Costing	15/LT	Calculation Basic Process Costing and Process Costing with Closing Work In Progress	Chapter 10	Sample Questions	MQ Questions	Chapter 11
16	Fri	2-Nov-18	11:00am - 2:00pm	3.0	33.0	Process Costing	16/LT	Calculation Basic Process Costing and Process Costing with Closing Work In Progress	Chapter 10	Sample Questions	MQ Questions	Chapter 11
17	Tues	6-Nov-18	8:00am-11:00am	3.0	36.0	Mock Test #2	17/LB	Mock Test #2				
18	Fri	9-Nov-18	11:00am - 2:00pm	3.0	39.0	Spreadsheet	18/LT	Spreadsheet Application and producing graphs using Spreadsheet	Chapter 12 & 13	Lab	MQ Questions	Revision
19	Tues	13-Nov-18	8:00am-11:00am	3.0	42.0	Spreadsheet	19/LT	Spreadsheet Application and producing graphs using Spreadsheet	Chapter 12 & 13	Lab	MQ Questions	Revision
13	Fri	16-Nov-18	11:00am - 2:00pm	3.0	45.0	Spreadsheet	13/LT	Spreadsheet Application and producing graphs using Spreadsheet	Chapter 1-13	Sample Questions	MQ Questions	Revision

Lecture Number	Lecture Day & Date	Time	Hrs	Cum Hrs	Lecture Topic (s)	No./ Type of Session	Important Concepts/ Ideas to know/ Learning Outcomes	Expected Reading	Other Matters	Questions	Items Due For Next Class
----------------	--------------------	------	-----	---------	-------------------	----------------------	--	------------------	---------------	-----------	--------------------------

Key / Legend

Lt = Lecture T=Tutorial Lb = Lab EP = Exam Prep

Last Notes: SBCS reserves the right to make changes to the information contained herein. Any changes effected to the information contained herein will be made known to all students concerned via class announcement. It is thus the responsibility of the student to attend all classes and to keep abreast of matters should they be absent from any class session. Students are advised and encouraged to contact their fellow classmates for updates where class sessions have been missed.

Date syllabus last modified: July 2018